

Directions: *This part is to test your listening ability. It consists of 4 sections.*

Section A

Directions: *This section is to test your ability to understand short dialogues. There are 5 recorded dialogues in it. After each dialogue, there is a recorded question. Both the dialogues and questions will be spoken **only once**. When you hear a question, you should decide on the correct answer from the 4 choices marked A), B), C) and D) given in your test paper. Then you should mark the corresponding letter on the Answer Sheet with a single line through the center.*

Example: *You will hear:*

You will read: A) New York City.
B) An evening party.
C) An air trip.
D) The man's job.

*From the dialogue we learn that the man is to take a flight to New York. Therefore, C) **An air trip** is the correct answer. You should mark C) on the Answer Sheet with a single line through the center.*

[A] [B] [C] [D]

Now the test will begin.

1. A) The sales department. C) The marketing department.
B) The financial department. D) The human resources department.
2. A) Open a bank account. C) Book a hotel room.
B) Make an appointment. D) Order some food.
3. A) Go to a movie. C) See a doctor.
B) Work on his presentation. D) Visit his parents.
4. A) On foot. C) By car.
B) By subway. D) By bus.
5. A) To work in a big company. C) To further her education.
B) To start her own business. D) To get an internship.

Section B

Directions: *This section is to test your ability to understand short conversations. There are 2 recorded conversations in it. After each conversation,*

there are some recorded questions. Both the conversations and questions will be spoken **two times**. When you hear a question, you should decide on the correct answer from the 4 choices marked A), B), C) and D) given in your test paper. Then you should mark the corresponding letter on the Answer Sheet with a single line through the center. Now listen to the conversations.

Conversation 1

6. A) The marketing assistant. C) The chief marketing officer.
 B) The account executive. D) The assistant sales manager.
7. A) Three years. C) Five years.
 B) Four years. D) Six years.
8. A) To send her resume. C) To visit the company.
 B) To attend an interview. D) To sign a contract.

Conversation 2

9. A) By bus. C) By bike.
 B) On foot. D) By taxi.
10. A) Alibaba. C) Ping An Insurance.
 B) Tencent Technology. D) Huawei Technologies.

Section C

Directions: *In this section you will hear a recorded short passage. The passage is printed in the test paper, but with some words or phrases missing. The passage will be read **two times**. You are required to put the missing words or phrases on the Answer Sheet in order of the numbered blanks according to what you hear. Now the passage will begin.*

Before attending a job interview, it is essential to do your homework. First, 11 the company thoroughly, spending several hours to learn everything possible about it. Without understanding what the company is looking for, it will be challenging to 12 the interviewer. Also, find out what type of interview you should expect and prepare accordingly. Different companies have varying interview styles, so it is crucial to inquire about the format 13. For instance, some companies host one-on-one interviews with several people, whereas others may 14 group interviews. Investing time in familiarizing yourself with the interview style can 15 in the outcome of the interview.

Section D

Directions: *This section is to test your ability to comprehend short passages. You will hear a recorded passage. After that you will hear five questions. Both the passage and the questions will be read **two times**. When you hear a question, you should complete the answer to it with a word or a short phrase (**in no more than 3 words**). The questions and incomplete answers are printed in your test paper. You should write your answers on the Answer Sheet correspondingly. Now listen to the passage.*

16. Why is having happy customers so important?
 Because it is key to _____.
17. What should you always do when you receive a complaint?
 Listen to your customers and let them know that their complaint _____.
18. What are you advised to do if your company has made a mistake?
 Admit it and _____ to your customer.
19. What should you do when your customer has a valid complaint?
 You need to _____ and solve it.
20. Why should you thank your customer for bringing the complaint to your attention?
 Because it gives your business an opportunity to _____.

Part II

Structure

(10 minutes)

Directions: *This part is to test your ability to construct grammatically correct sentences. It consists of 2 sections.*

Section A

Directions: *In this section, there are 10 incomplete sentences. You are required to complete each one by deciding on the most appropriate word or words from the 4 choices marked A), B), C) and D). Then you should mark the corresponding letter on the Answer Sheet with a single line through the center.*

21. If you want to devote your life _____ a cause you believe in, it might be time to start a non-profit business.
 A) with C) in
 B) to D) of

22. _____ to large businesses, small businesses have a unique set of challenges.
 A) Compared C) Comparing
 B) Compare D) To compare
23. _____ pay is important, it's not the primary driver of employee happiness.
 A) As C) If
 B) While D) Because
24. When you're conducting your job hunt, take note _____ each job's requirements.
 A) for C) with
 B) in D) of
25. _____ they provide a variety of benefits, smartphones also add pressure to stay connected.
 A) Unless C) Although
 B) Until D) If
26. A smart city is best understood as a place _____ data, devices, and people interact in real time.
 A) which C) that
 B) who D) where
27. Not for a moment _____ I would be offered the job, so I was amazed when I got it.
 A) did I think C) will I think
 B) I thought D) I think
28. Ever since I was a primary student, I _____ to be a firefighter.
 A) have dreamed C) dream
 B) dreamed D) was dreaming
29. Most of them were against my proposal _____ the new rule be adopted immediately.
 A) which C) whom
 B) that D) when
30. If I _____ that you were going to the job fair, I would have gone too.
 A) have known C) knew
 B) had known D) know

Section B

Directions: *There are 5 incomplete statements here. You should fill in each blank with the proper form of the word given in brackets. Write the word or words in the corresponding space on the Answer Sheet.*

31. Once you have made (prepare) _____ to leave, the next step is to resign.
32. When (look) _____ for a job with this company, why don't you visit its website first?
33. All accidents, no matter how minor, should (report) _____ immediately to a supervisor.
34. The first flight of the aircraft, (previous) _____ scheduled for July 2023, was again postponed.
35. I suggest (talk) _____ to your professor before you start to write your proposal.

Part III Reading Comprehension (40 minutes)

Directions: *This part is to test your reading ability. There are 5 tasks for you to fulfill. You should read the reading materials carefully and do the tasks as you are instructed.*

Task 1

Directions: *After reading the following passage, you will find 5 questions or unfinished statements, numbered 36 to 40. For each question or statement, there are 4 choices marked A), B), C) and D). You should make the correct choice and mark the corresponding letter on the Answer Sheet with a single line through the center.*

Before starting an ebike rental company, or any business for that matter, you need to do your homework. Conducting thorough research will provide you with the knowledge needed to build your company the right way.

When doing your research, you need to start by identifying your potential customers. Consider who would benefit the most from your services.

Next, you will have to find out if there is a need for your services. Some smaller towns that have only a few streets which make it easy to walk from one place to another might not be the best place to start an ebike rental company. On the other hand, if you live in a mid-sized to a large city, many people would love a chance to ride around on an ebike instead of walking.

If you live in a larger city, chances are there are other companies already renting ebikes. This means you will have competition. Always remember to keep an eye on your competition in order to see what rates they are charging or what specials they may be offering. Additionally, you will need to take note of how your competition presents itself. This will give you an advantage over them and allow you to represent your rental company in the best way possible.

36. According to the passage, doing research will help you learn about how to _____.
- A) hire your new employees
 - B) select the right types of ebikes
 - C) build your business properly
 - D) advertise your ebike rental company
37. When you do your research, you should first _____.
- A) make a list of research questions
 - B) find out your potential customers
 - C) get information about your competition
 - D) learn your own advantages and disadvantages
38. Smaller towns might not be an ideal place to start an ebike rental company because _____.
- A) fewer tourists visit these towns
 - B) people there are relatively poor
 - C) it is easy to walk from place to place there
 - D) people there prefer to ride a traditional bike
39. Why should you keep an eye on your competition when running an ebike rental company?
- A) To stay competitive.
 - B) To save your running costs.
 - C) To learn what not to do.
 - D) To protect your reputation.
40. The passage is mainly about how to _____.
- A) find out your potential customers
 - B) choose a better location for a rental company
 - C) make money by running an ebike rental company
 - D) do research before starting an ebike rental company

Task 2

Directions: This task is the same as Task 1. The 5 questions or unfinished statements are numbered 41 to 45.

Homeowners insurance covers damage from fires so it's essential to know how to file a claim if it happens to you.

The first step is to get in touch with your agent who sold you the homeowners insurance. The insurance company will assign an adjuster (保险理算员), who will assess the damage and submit an estimate for review.

The amount you receive will depend on the type of coverage (保险范围) you have. Replacement cost coverage should cover the cost of repairing or replacing your home and any lost or damaged items. The actual cash value coverage will pay you the depreciated (折旧的) value of your home and the damaged items inside.

To ensure that you get your due, you should document all losses. After the fire, take photos of the damage and make a list of items that were destroyed or are in need of repair. It is essential to include the amount you paid for the items and gather any receipts you can find. Show the adjuster all the damage and make sure that you are home when the adjuster visits to get a complete view of everything that was lost or damaged. It's not enough just to walk through part of your home.

Additionally, you should document all contact with the insurance company. After the adjuster leaves, remain in contact with the company by email. Keep notes about when an adjuster visits and what you discussed.

41. The first thing you should do to file a claim with your homeowners insurance is _____.
- A) to look for an adjuster.
 - B) to contact your agent
 - C) to submit an estimate
 - D) to assess the damage
42. The amount of money you receive after a fire will be determined by _____.
- A) the total repairing cost
 - B) the amount of damage
 - C) the true value of your home
 - D) the type of your coverage
43. To ensure that you receive appropriate compensation, you are advised to _____.
- A) document all losses
 - B) inform your lawyer first
 - C) write a list of your receipts
 - D) review your policy carefully

44. Why should you be home when the adjuster visits?
 A) To let the adjuster know your demand.
 B) To tell the adjuster the cause of the fire.
 C) To discuss the compensation with the adjuster.
 D) To ensure that the adjuster sees all the damage or loss.
45. What should you do after the adjuster leaves?
 A) Start repairing your home immediately.
 B) Wait for the insurance company to contact you.
 C) Keep in touch with the insurance company by email.
 D) Write down the name, phone number of the adjuster.

Task 3

Directions: Read the following passage. After reading it, you are required to complete the outline below it (No.46 to No.50). You should write your answers briefly (in no more than three words) on the Answer Sheet correspondingly.

WCITCS 2023

Presentations are now being accepted for the 2023 World Congress on Information Technology and Computer Science (WCITCS), set to take place from Oct. 30 to Nov. 3, 2023, in Chengdu, China. The conference is being organized by the World Research Society and will be hosted by Chengdu Information Technology Association (CITA).

The conference provides a valuable platform for professionals involved in Information Technology and Computer Science to exchange knowledge and gain an insight into the latest technological developments, techniques and solutions in Computer Science as they have been developed and applied in different countries. The conference will attract a wide range of participants from research and academia (学术界) to industrial and government organizations.

Authors are encouraged to submit their abstract (less than 250 words), outlining the scope of their presentation, to one of the 26 different conference topics. A full list of conference topics is available on the WCITCS 2023 website. All authors of accepted abstracts will be invited to present in Chengdu. Deadline for abstracts is September 30, 2023.

Those interested in finding out more about WCITCS 2023, including the submission of abstracts and the deadlines involved, are invited to visit www.wrs.org/chengdu2023.

WCITCS 2023

Date: from Oct. 30 to Nov. 3, 2023
 Organizer: the 46
 Host: Chengdu Information Technology Association
 Host city: 47
 Purpose: exchanging knowledge and gaining an insight into the latest technological developments, 48 in Computer Science
 Abstract submission: 1) length: less than 49
 2) deadline: 50
 Website: www.wrs.org/chengdu2023

Task 4

Directions: The following is a list of terms related to human resources management. After reading it, you are required to find the items equivalent to those given in Chinese in the table below. Then you should mark the corresponding letters with a line through the center in order of the numbered blanks, 51 through 55, on the Answer Sheet.

- A ----- Job description
- B ----- Job-skills training
- C ----- Occupational safety
- D ----- Performance appraisal
- E ----- Career path
- F ----- Unemployment compensation
- G ----- Equal pay for equal work
- H ----- Job classification
- I ----- Job analysis
- J ----- Management style
- K ----- Quality management
- L ----- Condition of employment
- M ----- Confidentiality agreement
- N ----- Employee assessments
- O ----- Base wage
- P ----- Labor market
- Q ----- Team building

Examples: (M) 保密协议 (D) 绩效考核

- | | |
|--------------|------------|
| 51. () 管理风格 | () 职业安全 |
| 52. () 团队建设 | () 职位分类 |
| 53. () 同工同酬 | () 工作技能培训 |
| 54. () 失业补偿 | () 职位描述 |
| 55. () 基本工资 | () 员工评估 |

Task 5

Directions: Read the following letter. After reading it, you should give brief answers to the 5 questions (No.56 to No.60) that follow. The answers (in no more than 3 words) should be written after the corresponding numbers on the Answer Sheet.

Dear Mr. Williams,

I'm very pleased to recommend Ms. Jane Smith for the position of Editor-in-Chief with Good Solutions. Ms. Smith has worked as an IT Content Editor at ABC Company for the past five years. Not only has she been a key player on our team, but she's also become a close personal friend of mine. Ms. Smith's skills and leadership qualities would make her an invaluable addition to your company.

Ms. Smith can plan, create, and market IT content and build a global presence for Good Solutions. She's an excellent writer and editor with a facility for translating technical information into engaging content.

In addition to her professional qualifications, Ms. Smith has personal qualities that make her well-suited to leadership.

On a personal note, Ms. Smith has been my close friend over the past five years of working together at ABC Company. She organized several social events for the company. Her fun and friendly personality are just icing on the cake of her many other qualifications.

Ms. Smith has my highest recommendation for the position of Editor-in-Chief with Good Solutions. Please feel free to contact me for any further information. Thanks very much for your time.

Sincerely,

Li Xiaoping

Li Xiaoping

IT Content Editor

ABC Company

56. What position does the letter writer recommend Ms. Smith for?

The position of _____ with Good Solutions.

57. What position does Ms. Smith hold at ABC Company?

She has worked as an _____.

58. What will make Ms. Smith an invaluable addition to Good Solutions, according to the writer?

Her skills and _____.

59. Why does the writer say Ms. Smith is an excellent writer and editor?

Because she has a facility for _____ into engaging content.

60. How long have Ms. Smith and the writer been close friends?

For _____.

Part IV Translation -- English into Chinese (25 minutes)

Directions: This part, numbered 61 through 65, is to test your ability to translate English into Chinese. After each of the sentences numbered 61 to 64, you will read three choices of suggested translation marked A), B) and C). You should choose the best translation and mark the corresponding letter on your Answer Sheet with a single line through the center. And for the paragraph numbered 65, write your translation in the corresponding space on the Translation/Composition Sheet.

61. The best way to ensure that your product or service will be successful is to create something unique and valuable.
- A) 确保你的产品或服务成功的最佳方法是创造独特和具有价值的东西。
 - B) 你创造有独特性的产品，并且服务有特色是确保你成功的最佳方法。
 - C) 创造一个成功品牌的关键要素是人们在生活中对该品牌的实际需求。
62. You can't keep track of every single detail of your business, but you need to know how things are going.
- A) 你应该勤勉尽责地履行调查义务，尽可能掌握业务的所有细节。
 - B) 你不仅应掌握业务的各个方面的细节，还需了解细节进展情况。
 - C) 虽然你无法跟踪自己业务的每一个细节，但你要了解进展情况。
63. You can either write your cover letter directly in the email message or attach a copy of your cover letter.
- A) 你邮件里可以不写简历，只写求职申请，然后将简历放在附件里。
 - B) 你可以把你的求职信直接粘贴在邮件正文中，也可附在正文后面。
 - C) 你可以直接在电子邮件中写求职信，也可以附上你求职信的副本。
64. If you choose a car rental company, it is important to note that different branches within the same company have different rental policies.
- A) 如果你打算租一辆汽车，请务必注意不同的汽车租赁公司往往会执行不同的租赁政策。
 - B) 如果你选择汽车租赁公司，要注意同一公司的不同分部有不同的租赁政策，这很重要。
 - C) 如果你想要租车，你一定要和租赁公司签订机动车租赁合同，在合同中写明车的用途。

65. Creating a good first impression is important for any business, especially if it is a new company that doesn't have a big reputation yet. There are several ways to introduce your company online. You can focus on the problem that your company's service or product solves, and explain what makes your company unique. Remember, introductions are meant to be short. After you have established who you are, you can expand on the company's goal and purpose.

Part V Writing (25 minutes)

Directions: *This part is to test your ability to do practical writing. You are required to write a Resignation Letter. according to the following information given in Chinese. Remember to do the task on the Translation / Composition Sheet.*

说明：假设你是王小俊，某跨国公司首席营销官，给公司人力资源部经理 Edwards 先生写一封辞职信。

内容如下：

1. 告知 Edwards 先生辞去首席营销官的工作，并告诉他自己在公司最后上班的日期(具体日期自拟)；
2. 对于过去能成为公司的一员表示荣幸，并对公司领导和同事在工作期间对自己的帮助和支持表示感谢；
3. 表示离开公司前会把工作做好，如需要帮助做其他的事，请告知；
4. 希望公司能取得更大成就，并希望今后保持联系。

Words for reference:

首席营销官 Chief Marketing Officer

注意书信格式